

EQUALITY IMPACT ASSESSMENTS – Guidance and Forms

The purpose of equality impact assessments

The Council carries out equality impact assessments (EIAs) to:

- Ensure due regard is paid to the Council's statutory duty to eliminate discrimination, advance equality of opportunity and foster good relations between people.
- Improve customer care and service delivery by tackling indirect discrimination.

An EIA is not an end in itself, but a tool used to identify and tackle equalities issues. There may be a need to change the draft contract, policy or strategy under review, or to take action to counteract the potential for indirect discrimination.

EIAs will be published on the Council's website, to fulfil the Council's statutory duty to publish information about people affected by its policies and practices.

Procedure

Whenever the Council is creating a new contract, policy, or strategy, or reviewing one, a screening should be done to check for potential equality impacts and identify if a full equality impact assessment is needed or not. This screening should be done before proposals are finalised and presented for a decision to be taken, as the results of the screening or a full EIA may show that changes are needed. **Do the screening early enough to complete a full EIA if needed.**

Use Form A to screen for potential equality impact. Send the completed form to your Director or the Chief Executive, and copy in the Corporate Policy Manager. They will ratify your decision about whether or not a full EIA is required.

If a full equality impact assessment is not needed: When presenting the proposals for decision-making by CMT, ensure the covering report summarises the statements you made in Form A. If reporting to Members, use the details you recorded in Form A to complete the equalities implications section in the committee report template.

If a full equality impact assessment is needed: Use Form B. Note that the policy, service or contract cannot be presented to Members before the EIA is completed, and this may take time.

Guidance

Find examples of completed forms [here](#), and a profile of the Borough's population [here](#). There is a summary of research into the impact of some of the inequalities faced by people on the basis of income, ethnicity, disability etc. in Broxbourne available [here](#).

Advice is available from the Corporate Policy Manager for equalities in services and contracts, and from the Head of Personnel and Payroll for equalities in employment.

Equalities Groups

The Equality Act 2010 focuses on discrimination on the basis of nine protected characteristics, in employment, housing and receiving goods and services, except where indicated in this list:

Age – discrimination against any person aged over 18 on grounds of age, whether young, middle-aged, older etc.

Disability – an impairment that has a long-term (longer than 12 months) and substantial effect on the ability to carry out day-to-day tasks. This includes sensory impairments, mobility impairments, mental illness, difficulties with gripping or holding objects, incontinence, learning disabilities and cognitive impairment. There is also specific protection for progressive conditions, even if these do not yet have a substantial impact on carrying out day-to-day tasks – HIV, cancer and multiple sclerosis are covered from diagnosis onwards. Facial disfigurement is covered. Having had a disability in the past is also covered, e.g. previous mental illness.

For providers of services, such as the Council, there is a unique requirement in the legislation relating to disability, to **anticipate** the most likely issues for people who have a disability and to make **reasonable adjustments** to prevent discrimination. This could mean, for example, creating a large print version of a restaurant menu and letting customers know it is available. What is reasonable is defined in relation to cost, the scale of the potential discrimination it will mitigate, and the size of the service provider or employer. Unlike other equalities characteristics, it is legal to treat a disabled person more favourably than others.

Sex – discrimination on grounds of being biologically male or female or intersex

Gender identity – discrimination on grounds of being transgender, transsexual, or intending to/having undergone gender re-assignment, whether or not surgery is/was involved.

Race - including discrimination based on any colour, nationality, ethnic or national origin. It includes Sikhs, Jews, Roma, Irish Travellers and White British.

Sexual orientation - sexual attraction to the opposite sex, the same sex or both

Religion/belief or lack of belief - but only if the belief is: worthy of respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others. Lack of religious belief is also covered.

Pregnancy and maternity – Up to 26 weeks after birth, and when breastfeeding, for employment only.

Marriage and civil partnership – Discrimination in employment only, against anyone who is married or in a civil partnership. Does not include people who are divorced, living together or single.



Form A: Initial screening for equality relevance

Fill this form in online. If more space is needed, feel free to add lines.

Title of policy, service or contract proposal: Revised Housing Allocations Policy

Name and service unit/division of person completing form: Vicky Richardson, Housing Advice Service

Date this form was completed: 3 July 2024

1. What is the main aim of the policy, service or contract proposal?

To set out the criteria the Council uses for nominating applicants to social housing in the Borough.

2. Will the policy, service or contract proposal help achieve equality by: (Copy this symbol for all that apply)

- | | |
|--|-------------------------------------|
| Reducing discrimination, harassment or victimisation | <input type="checkbox"/> |
| Advancing equality of opportunity | <input type="checkbox"/> |
| Fostering good community relations | <input type="checkbox"/> |
| None of the above – not relevant | <input checked="" type="checkbox"/> |

3. Who will benefit from the policy, service or contract proposal?

- | | |
|--|-------------------------------------|
| Everyone – it is universal | <input type="checkbox"/> |
| OR | |
| Targeted | <input checked="" type="checkbox"/> |
| OR | |
| No one – it is a loss, rather than a benefit | <input type="checkbox"/> |

4. If it is targeted, describe who is expected to benefit.

Applicants who are found to be in genuine housing need

5. Is there reason or evidence to believe that some groups of people defined by the Equality Act 2010 could be differently affected from the whole population by the policy, service or contract, either positively or negatively?

- | | |
|-----|--|
| No | <input checked="" type="checkbox"/> NO – You have now completed this form. |
| Yes | <input type="checkbox"/> YES – Now answer the following questions. |

6. If yes, tick all groups that may be affected:

- | | | | |
|--------------------|--------------------------|----------------------------|--------------------------|
| Age | <input type="checkbox"/> | Maternity/pregnancy | <input type="checkbox"/> |
| Race | <input type="checkbox"/> | Marriage/civil partnership | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | Gender reassignment | <input type="checkbox"/> |
| Gender | <input type="checkbox"/> | Religion | <input type="checkbox"/> |
| Sexual orientation | <input type="checkbox"/> | | |

7. Describe how these groups could be affected differently from others, and if the impact is positive or negative.

8. What evidence do you have to back up your answer to question 7?

9. If any groups in the population are likely to face a negative impact, what is the scale of the impact? Use the matrix below to score this and put your results in the Impact Score table below. Explain the score, briefly.

Impact matrix

This matrix measures the scale of the potential impact, by relating the amount of impact on an individual to the number of people likely to be affected in a year.

IMPACT ON INDIVIDUAL

NUMBER OF PEOPLE WHO MAY BE AFFECTED	Low impact	Medium impact	High impact
>1000 people	4	8	12
151-1000 people	3	6	9
Up to 150 people	2	4	6

IMPACT ON INDIVIDUAL – An impact on an individual’s experience of Council services or their well-being that:

Low impact – Feels slightly unfair or causes some inconvenience

Medium impact – Is a significant difference from what other people receive or causes major inconvenience, or not being able to receive an elective, non-essential service

High impact – Is severe, e.g. not being able to receive an essential service, losing significant income, or for employment, being unable to access work, training or promotion with the Council.

NUMBER OF PEOPLE WHO MAY BE AFFECTED – The number of people who may be affected in a year. Use the Broxbourne population profile available [here](#) and details about the Council workforce and service usage to determine this. The population of Broxbourne is about 100,000. If 10,000 of them would potentially use a service, and the group that would experience a negative impact if using that service is 5% of the Broxbourne population, then 500 people may be affected.

Impact Score Table

Group affected	Impact score	Brief explanation for this judgement
1.		
2.		
3.		
4.		

If the impact matrix score is 6 or higher, then continue to Form B, the Equality Impact Assessment and Action Plan. Send the completed form to your director or the Chief Executive to be ratified, and copy in the Corporate Policy Manager.



Form B: Equality Impact Assessment and Action Plan

This form is used in conjunction with Form A, the initial screening for equality relevance, to complete a full Equality Impact Assessment. The question numbers therefore follow on from Form A, and the two forms should be filed together as a single document.

10. Following your answer to question 8, please provide more detail about the evidence you have to back your assessment about the potential equalities impact. Give links to the information if it is available online.

Evidence source 1 description:

Location of evidence source:

What does the evidence show?

Evidence source 2 description:

Location of evidence source:

What does the evidence show?

Evidence source 3 description:

Location of evidence source:

What does the evidence show?

11. Identify any gaps in your evidence. *(These could include: who uses the service at present, what the impact will be on people from specific groups, how many people would be affected, what people from the groups likely to be negatively affected think about the proposals).*

12. Copy your answer to question 9, the negative impact analysis, here:

Group affected	Impact score	Brief explanation for this judgement
1.		
2.		
3.		
4.		

For each group in turn, describe in more detail which aspects of the policy, service or contract will have a negative impact and how:

Group 1:

Description of negative impact:

Group 2:

Description of negative impact:

Group 3:

Description of negative impact:

Group 4:

Description of negative impact:

13. What action needs to be taken as a result of this Equality Impact Assessment to address the negative impacts? (Select one option and justify your choice.)



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No change needed – the proposed policy, service or contract is a “proportionate means of achieving a legitimate aim.”

Modify it - The following changes or additional action will be taken that will eliminate or significantly mitigate the negative impact: *(List changes or mitigating action to be made)*

Withdraw it – The proposed policy, service or contract breaches the Council’s duty under the Equality Act 2010, and it is not possible to make enough changes to address this.
(Explain why.)

14. Action planning

An action plan is required if:

- You identified any gaps in your evidence when answering question 11, or
- In question 13, you have identified action to be taken to eliminate or substantially mitigate a negative impact.

Do you need to write an action plan?

Yes *Use the template overleaf for the action plan.*

No *You have completed the EIA and should now submit it to your director or the Chief Executive for approval. Copy in the Corporate Policy Manager.*

EQUALITIES IMPACT ASSESSMENT ACTION PLAN

Name of policy, service or contract:

Action	Reason for action	Officer responsible	Completion date

You have now completed the EIA. Please submit it to your director or the Chief Executive for approval. Copy in the Corporate Policy Manager.